

## **Instructions**

1. The Change Affidavit must be completed and submitted to the Hawaii Department of Transportation within 30 days of the firm's re-certification date or whenever there are significant changes to the firm. Significant changes include:
  - a. Changes to the ownership or control of the firm;
  - b. Changes to the firm's addresses and/or telephone contact numbers;
  - c. Changes in the personal net worth of the individual owners or;
  - d. Changes in the business size that would cause the firm to exceed the maximum size standards.
2. Complete and sign the Change Affidavit in front of a Notary Public.
3. Attach the first page of the firm's most recent completed U.S. Income Tax Returns.